



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

Parks Administrative Aide

DEPARTMENT/DIVISION: Community Development/Parks

GRADE: 4

GROUP: AFSMCE

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position performs a wide range of moderately difficult administrative office support functions. Duties to include customer service, financial accounting, billing, time keeping, and record-keeping; clerical functions such as file maintenance and computer applications, which include word processing, data entry, and work with spreadsheets and/or databases.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Provides support to the Division Manager as needed including gathering information for and helping with various projects and contract/bidding.

Relays information to other employees as directed and coordinates with other Departments/Divisions/Agencies..

Opens, reads, processes and routes incoming mail; processes outgoing mail including those requiring special handling.

Establishes, maintains, and receives a variety of computerized and manual files, logs, and other records and documents as directed.

Types or creates a variety of documents including correspondence, forms, advertising and billing.

Schedules meetings as directed.

Takes meeting minutes for various boards, committees, and commissions as required and coordinates agendas and other possible required documents with Supervisor and/or Chair of board committee or commission.

Compiles, organizes, tallies records and distributes a variety of materials and/or data. Makes copies of correspondence or other printed matter.

Answers telephone and responds to electronic mail. Gives information to callers or routes calls, messages or electronic mail to appropriate staff and places outgoing calls.

Calculates and collects fees for services and supplies and reconciles receipts to the source document. Orders service materials from suppliers as required. Tracks payments and amounts due.

Greets visitors, resolves customer inquiries, assists visitors and staff.

Maintains office supply levels.

Maintains filing.

Explains and ensures procedures are done in compliance with city codes and fees.

Maintains perpetuity burial deeds and records deeds as required by the State of Oregon in accordance with agency regulations. Maintains/updates Cemetery Plot maps.

Assists visitors and staff with locating plots, and schedules inspections at Linkville Cemetery.

Assists Park Superintendents in coordinating/ scheduling volunteers who perform misc. parks and cemetery projects.
Performs additional duties as required.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

One (1) year college level business courses, plus two (2) years administrative clerical experience. Ability to type sixty (60) words per minute.

Desired:

Experience with the following software packages: Microsoft Word and Excel, Power Point, Access and Publisher. Two (2) years of college level business courses. One (1) year of bookkeeping/finance experience.

LICENSE/CERTIFICATIONS

Valid Oregon Driver's License.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Office practices, policies and procedures; proper English grammar, spelling and usage; business math; and alphanumeric filing systems.

Skill in:

Keyboarding and data entry.

Ability to:

Communicate effectively both orally and in writing; work effectively, efficiently and accurately in a multi-task and deadline driven environment; work politely and effectively maintaining positive professional relationships with the public, co-workers, and others, maintain confidentiality. It is necessary to be self-motivated and detail oriented.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are usually performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

